LMS
Learning Management System

Tip Sheet

APPROVING ORDERS - MANAGER

This tip sheet will guide Supervisors/Managers through the task of approving a training order for a direct report for a class in the LMS.

In order to have access to the **Team Home** menu option, you must be named as the Manager in at least one person's LMS account profile.

> **NOTE**: **Prior to making this approval, please verify that the CAN associated with this order is accurate.** Refer to the LMS tip sheet *TS73-S: Add/Review a CAN on an Order—Manager or Alternate Manager*.

To approve a training order for a direct team member:

1. You should have received an automated LMS email notification stating that there is a "Registration pending your approval."

2. Log on to the LMS.

   NOTE: For instructions about logging on, see the *Log-On Instructions (TS02-L) tip Sheet.*

3. Select the **Team Home** role in the drop-down **Go To** menu.

Go To: drop-down menu

Figure 1: LMS Welcome Screen; Go To:Drop Down Menu

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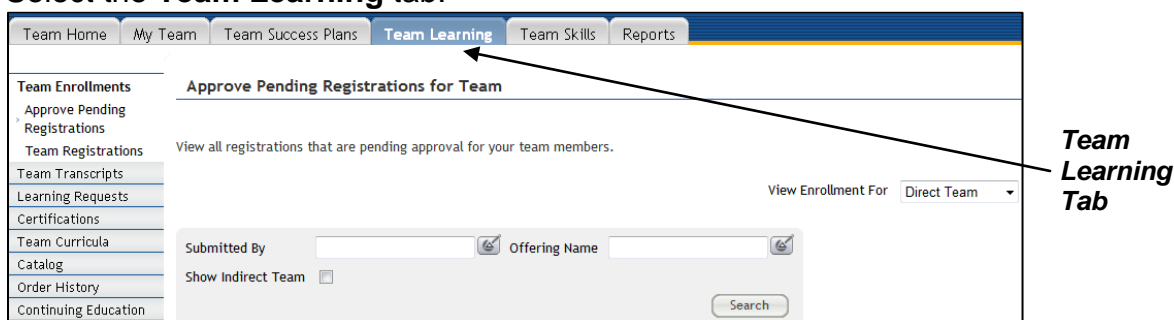
4. Select the **Team Learning** tab.

Figure 2: Approve Pending Registrations for Team; Team Learning Tab

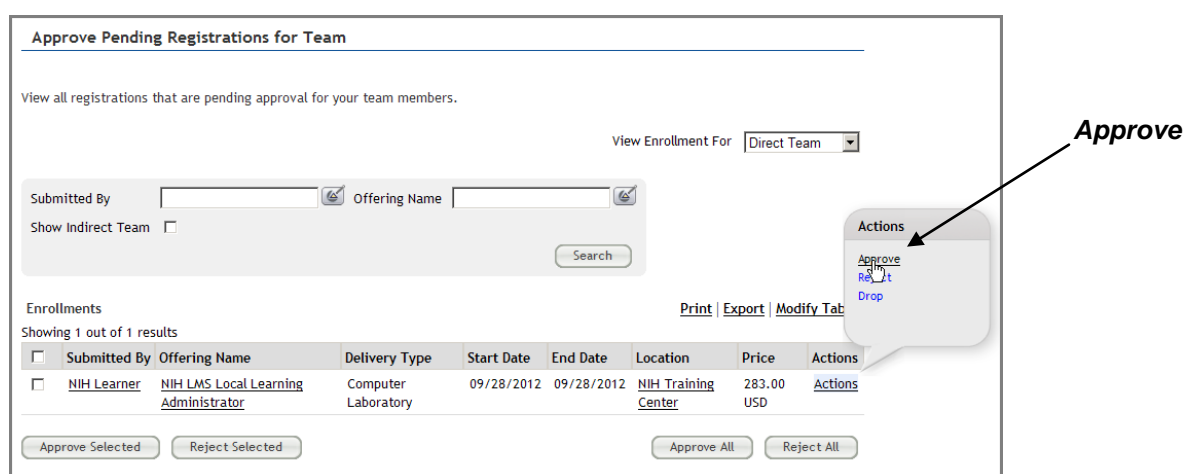5. Under the **Actions** column, click **Actions** and then click **Approve.**

Figure 3: Approve Training Order

IMPORTANT: Do not click on the Approve All button at the bottom of the screen.

6. The order is then approved and is no longer viewable in the approval queue.

If you experience trouble with this process, please submit a helpdesk ticket at: http://intrahr.od.nih.gov/helpdeskform.htm

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